

SMH Wills & Probate.

Professional Executor Service

Standard service

Our charges are based on a fixed fee arrangement and will equate to a percentage of the Gross Value of the Estate for Inheritance Tax purposes (GVEITP) subject to a minimum fee of £1,950.

Our charges are also subject to VAT at the rate in force at the time, currently 20%.

Our standard service includes the following:

- Collating and valuing information on assets/debts/gifts etc
- Preparation of probate papers (unusual and/or complex matters – see below)
- IHT205 Inheritance Tax papers (estates which are not liable to inheritance tax only)
- Collecting in cash assets and paying debts
- Arranging sale/transfer of the property
- Dealing with insurance/utility companies
- Inheritance Tax clearance
- Distributing the estate
- Administration period tax returns (informal basis)
- Preparation of estate accounts
- Dealing with joint assets
- All postage/telephone calls included

Fixed Fee

- Register Death £150 + VAT
- IHT400 Inheritance tax papers £400 + VAT (estates which are liable to inheritance tax only)
- Affidavits and Statutory Declarations – each at £250 + VAT
- Tax to date of death £300 + VAT (we will advise if necessary)
- Share sales requiring a stockbroker £100 + VAT per share holding (where postal share sale not possible)
- High number of residuary beneficiaries – more than 8 - £200 + VAT per extra beneficiary

Hourly Rate + VAT

- Business and/or Agricultural property
- Private company shares
- Assets abroad
- Special assets/intellectual property/copyrights
- Complex or non-standard tax situations
- Problems with Title
- Unusual/complex matters

Disbursements

- Probate Court fee
- Land Registry fees
- Unclaimed Assets Search
- Legal notices
- Valuation fees
- Indemnities
- Property clearance fees
- Estate agent fees
- Insurance
- Conveyancing charges
- Other 3rd party costs
- Tracing beneficiaries

Not Included

Disputes will be referred to contentious probate. Trust creation will be charged as standalone matter.

Timescale

It is difficult to estimate how long it will take to bring the administration of an estate to a conclusion but if matters proceed without difficulty we estimate the average estate will be concluded in 8 to 12 months.

Regulatory Information

We maintain professional indemnity insurance, the limit of which is £2 million for any one claim. Our insurers are Axa Insurance PLC whose Registered Office is 20 Gracechurch Street, London, EC3V 0BG and HCC Tokio Marine Insurance Limited whose Registered Office is 1 Aldgate, London, EC3N 1RE. The territorial coverage of our insurance is worldwide, excluding North America.

Complaints

If you would like to talk to us about how we could improve our service to you, or if you are unhappy with the service you are receiving, please let us know by contacting James Hartley or Jonathon Dickens on 0114 2664432. We will consider carefully any complaint you may make about our work as soon as we receive it and do all we can to resolve it. We will acknowledge your letter within five business days of its receipt and endeavour to deal with it within eight weeks.

If we do not deal with your complaint within this time, or if you are unhappy with our response, you may of course take this matter up with the Legal Ombudsman.

The contact details for Legal Ombudsman are:
Telephone: 0300 555 0333
Post: Legal Ombudsman, PO Box 6806, Wolverhampton WV1 9WJ
Email: enquiries@legalombudsman.org.uk.

You must refer your complaint to the Legal Ombudsman within six months of our written response.

Finally, if you believe that you have suffered loss as a result of our involvement in this matter you may apply to the ICAEW for a grant of compensation. You should apply within 12 months of the loss first coming to your attention, and any such application will only be considered if you have exhausted all other possible remedies.

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0114 2664432

Buxton Office
01298 22108

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01246 277266

Knaresborough Office
01423 787616

Rotherham Office
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Wakefield Office
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SMH Sutton McGrath Hartley.

